



Installation Respite Care Program
Overview MCCS Hampton Roads
Camp Elmore, Norfolk VA

The installation EFMP Family Case Worker (FCW), can be reached during regular business hours (757) 600-1366.

Email: efmp.mccshr@usmc-mccs.org

All related forms can be found at: <https://hamptonroads.usmc-mccs.org/marine-family-support/military-family-life/exceptional-family-member-program>

Families will still qualify for Installation Respite Care while utilizing TRICARE Extended Care Health Option (ECHO) respite care services.

(1) Camp Elmore Installation Respite Care

Upon *application approval* by the EFMP Manager, Level of Need (LON) 3/4 families will be reimbursed for up to 20 hours (LoN 3) and 32 hours (LoN 4) per calendar month, per family and no more than 6 consecutive hours of respite care at one time. This is IAW MCO 1754.4C. All efforts will be made to contact the service member and/or spouse within (3) business days of receiving the respite care application documents.

The application process includes completion and receipt of the following documents, and signatures by the service member or spouse w/

POA as appropriate. The forms are submitted to the EFMP staff for review. The EFMP office will approve/deny the respite care provider, and notify the service member, within 72 hours of receipt of documents.

- Verification of Eligibility (NAVMC 1750_1)
- Statement of Understanding (NAVMC 1750_2)
- ACH Application Form
- Current provider certifications/license **and** a copy of driver's license.

The EFMP Installation Respite Care Program is available for families of active duty Marines and Marine Reservists activated for 31 days or more. Current enrollment in the EFMP is required to receive this benefit and all paperwork must be up to date, to include provider certifications.

Respite care is intended to provide **temporary** rest periods for family members with special needs or family members who are responsible for regular care of another family member with special needs enrolled in the EFMP.



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Respite Care is NOT for regular full time daycare expenses or before/after school care. The installation Respite Care Program is NOT intended to provide medical or custodial care for adults or 'long-term' care. Marine families must be currently enrolled in EFMP and enrollment paperwork must be up-to-date (renewed every 3 years or earlier if there is a change in condition). Respite care providers cannot transport children. Respite care should be provided in the sponsor's home or in the provider's home.

Respite care hourly reimbursement rates are determined by the Exceptional Family Member's (EFM) LON and are designated by HQMC EFMP. HQMC EFMP determines the EFM's LON during the medical screening process.

LON 3: up to 18.00 per hour 1 EFM / up to \$30.00 2 or more EFMs

LON 4: up to 45.00 per hour 1 EFM / up to \$60.00 2 or more EFMs

**Service members who select providers who DO NOT have the required credentials can still be considered; an exception to policy must be requested via the administrative action (AA) form (NAVMC 10274).

The Program Manager and/or FCW can provide additional information and guidance upon request.

(2) Reimbursement Process

The service member will complete the EFMP Respite Care Reimbursement Log (NAVMC 1750_3) monthly, obtaining all appropriate signatures and submit the log to the EFMP Office by the 5th of the month, following the care received, OR whenever the 20/32 hours has been utilized. Families who elect to delay submissions of the NAVMC Form 1750/3 Respite Care Reimbursement Log for more than 60 days forfeit reimbursement.

Payments are processed through a shared service center, and are processed on Fridays. The direct deposit "reimbursement" will occur several business days into the following week.

(3) Adding New Providers

Families may have more than one respite care provider. When a new (or additional) provider(s) have been selected, the service member will submit a signed Verification of Eligibility (NAVMC 1750_1) for each, and email it to the EFMP office; along with the credentials of the new provider(s).

The EFMP office will approve/deny the respite care provider, and email the service member, within 72 hours of receipt of documents.